

**AGENDA**



**Recommendation for Council Action (Purchasing)**

<b>Austin City Council</b>	<b>Item ID:</b>	62707	<b>Agenda Number</b>	15.
<b>Meeting Date:</b>	October 20, 2016			
<b>Department:</b>	Purchasing			
<b>Subject</b>				
<p>Authorize negotiation and execution of two 12-month contracts with CONCEPT DEVELOPMENT and PLANNING, LLC and ZERO WASTE STRATEGIES, LLC, to provide outreach services for the zero waste and recycling programs, in an amount not to exceed \$320,000 each and combined, with five 12-month extension options in an amount not to exceed \$320,000 per extension option each and combined, for total contract amounts not to exceed \$1,920,000 each and combined.</p>				
<b>Amount and Source of Funding</b>				
<p>Funding in the amount of \$320,000 is available in the Fiscal Year 2016-2017 Operating Budget of Austin Resource Recovery. Funding for the extension options are contingent upon available funding in future budgets.</p>				
<b>Fiscal Note</b>				
<p>A fiscal note is not required.</p>				
<b>Purchasing Language:</b>	<p>The Purchasing Office issued a Request for Proposals (RFP) SLW0512 for these goods and services on May 23, 2016 and it closed on June 23, 2016 with two offers received. The recommended offers are the sole offers submitted by responsible offerors. Additional information on the solicitation is included below the line. Concept Development and Planning, LLC is one of the current providers for these goods and services.</p>			
<b>Prior Council Action:</b>	<p>█</p>			
<b>For More Information:</b>	<p>Sandy Wirtanen, Senior Buyer, 512-974-7711</p>			
<b>Boards and Commission Action:</b>	<p>October 12, 2016 - Recommended by the Zero Waste Advisory Commission on a 8-0-1 vote with Commissioner Savage abstaining and Commissioners Gattuso and Jiampietro absent.</p>			
<b>Related Items:</b>	<p>█</p>			
<b>MBE / WBE:</b>	<p>This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program and subcontractor goals were applied to the solicitation. The subcontracting goals</p>			

were met and the resulting contract with Concept Development and Planning, LLC will include 6.02% MBE and 93.98% WBE participation; the contract with Zero Waste Strategies, LLC will include 24.54% MBE and 19.14% WBE participation.

**Additional Backup Information**

The contract will provide services to inform, educate and instruct organizations in Austin about implementing the Zero Waste program and establishing recycling services that comply with the City Universal Recycling Ordinance (URO).

The URO (Ordinance No. 20101104-018) was adopted on November 4, 2010 and currently requires commercial properties 25,000 square feet or larger and multi-family properties with more than four dwelling units to provide on-site recycling services. Effective October 1, 2016, food-service permitted businesses with more than 15,000 square feet of permitted space will be required to have an organics diversion program in place. There are approximately 6,500 properties and businesses currently impacted by the ordinance. By fiscal year 2019, the total number of properties and businesses required to comply with the ordinance is approximately 17,500. In subsequent years, additional premises will be required to ensure recycling and organics diversion programs are available to tenants and employees. The ordinance is implemented in annual phases based upon the size of the property (the number of dwelling units for multi-family, square footage for commercial, and food permitted areas for food-service businesses).

The Contractors will support staff in providing a variety of technical assistance, compliance and educational services to aid all affected establishments in their efforts to implement on-site recycling services and organics diversion services.

An evaluation team with expertise in this area evaluated the offers and scored Concept Development and Planning, LLC and Zero Waste Strategies, LLC as the best to provide these services based on experience and qualifications, outreach implementation and methodology, total evaluated cost and local business presence.

Concept Development and Planning team members have a broad base of experience promoting behavior change through sustainability programs. In addition, they have experience educating employees (including in Spanish) and tracking and analyzing the results from their efforts. They have previously worked with a wide range of organizations in the Austin area on this type of outreach project.

Zero Waste Strategies was formed to assist Austin businesses with URO compliance requirements. They have been involved in local and statewide waste reduction initiatives. Texas Zero Waste Strategies has worked with the City to assist with the efforts to meet and exceed our zero waste and URO goals.

The current contract expires November 3, 2016. Without a contract in place, businesses may not be aware of the URO requirements and implementation dates.

A complete solicitation package, including a response list, is on file in the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)

**CONCEPT DEVELOPMENT AND PLANNING, LLC (WBE) and ZERO WASTE STRATEGIES, LLC**

	# months	Contract Amount	Contract Amendment	Revised Amount
Original Term	12	\$ 320,000	n/a	n/a
Extension Option 1	12	\$ 320,000	n/a	n/a
Extension Option 2	12	\$ 320,000	n/a	n/a

Extension Option 3	12	\$ 320,000	n/a	n/a
Extension Option 4	12	\$ 320,000	n/a	n/a
Extension Option 5	12	\$ 320,000	n/a	n/a
<b>TOTAL</b>	<b>72</b>	<b>\$ 1,920,000</b>	<b>\$ -</b>	<b>\$ -</b>